



SUPERIOR COURT
COUNTY OF MADERA, STATE OF CALIFORNIA
ANNOUNCEMENT OF EXAMINATION

LEGAL CLERK I/II
Legal Clerk I - \$2,268 - \$2,756
Legal Clerk II - \$2,629 - \$3,196

Final Filing Date: March 18, 2016 by 12:00 noon

THE POSITION

Under supervision, (Legal Clerk I), or general supervision, (Legal Clerk II), perform a wide variety of work involved in the preparation and maintenance of documents and records for court proceedings; to perform a wide variety of assignments in accepting, filing, and issuing legal documents; to provide information concerning current calendar status, functions, and procedures of the court and the office of the Clerk of the Court; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Legal Clerk I: This is the entry level in the Legal Clerk series. Positions at this level usually perform most of the duties required of the positions at the Legal Clerk II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Incumbents assist with and perform a variety of office support and court support assignments, working with the functions, procedures, and operations of the court system. Since this class is often used a training class, employees may have only limited or no directly related work experience. When an incumbent demonstrates sound work habits and substantial knowledge of court operations and functions, they may reasonably expect promotion to the level of Legal Clerk II.

Legal Clerk II: This is the full journey, experienced level in the Legal Clerk class series. Positions at this level are distinguished from the Legal Clerk I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Incumbents perform a variety of office and court support assignments, requiring substantial knowledge and understanding of the functions, procedures, and operations of the court system. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Incumbents at this level may be required to perform the duties of the Court Clerk class on an occasional or relief basis. Positions in this class series are flexibly staffed, and positions at the Legal Clerk II level are normally filled by advancement from the Legal Clerk I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Legal Clerk II level.

SUPERVISION EXERCISED:

Legal Clerk I-This position exercises no supervision.

Legal Clerk II-This position may exercise technical and functional supervision over lower level staff.

IMPORTANT AND ESSENTIAL DUTIES:

- Processes, counts, indexes, and collects bail for citations.
- Accepts court-ordered fine payments and prepares warrants for overdue violators.
- Prepares subpoenas for witnesses to appear in court.
- Prepares abstracts and reports depicting the disposition of court cases.-Maintains accounting records.
- Establishes calendars for infraction, misdemeanor, felony, and other cases.
- Dockets cases and calendars arraignments.
- Issues papers for the collection of judgments.
- Prepares papers for the transfer of cases to other courts.
- Prepares failure to appear warrants.
- Maintains and updates court calendars and records, indicating the status and disposition of cases.
- Types a variety of documents including memoranda, abstracts, judgments and decisions.
- Prepares records for submission to other courts.
- Receives, verifies and receipts all court exhibits for custody, safekeeping, release and disposal.
- Stores and records the location of exhibits and maintains their security and integrity; arranges for transportation of exhibits to court trial departments or subpoenaing authority.
- Makes exhibits available, under surveillance, for inspection by legally authorized persons.
- Releases to authorized persons property no longer used as evidence.
- Reviews case files to determine destruction eligibility and maintains required records of disposition of exhibits.
- Waits on the counter and answers the telephone, providing information on the functions and procedures of the court, the status of cases and requirements for filing documents.
- Assists individuals with completing documents and forms.
- Accepts documents for filing in all levels of civil, criminal and juvenile cases, probates and small claims.
- Confirms and files orders signed by judges.
- Prepares and conforms documents and information for court case files.
- Revises forms and ensures proper availability of forms for legal and other filings.
- Receives confidential reports and makes them available to appropriate persons.
- Conducts complex record searches.
- Maintains filing systems for documents, making changes and adjustments as necessary.
- Maintains a variety of account records related to the collection of document fees.
- Assists with public access to court records, if appropriate.
- May attend court trials and hearings, performing Court Clerk duties.

KNOWLEDGE, SKILLS AND ABILITIES – LEGAL CLERK I

Knowledge of:

Principles of accounting record keeping, and maintenance of fiscal records.

Record keeping, filing and retrieval systems.

Modern office practices, methods, and computer equipment including the establishment and maintenance of filing and record keeping systems.

English usage, spelling, grammar, and punctuation.

Basic mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.

Type at a rate of 45 words per minute from clear, legible copy.

Take and transcribe notes accurately.

Ability to:

Learn the functions, policies, and procedures of the Madera County Court System.

Learn the pertinent codes, statutes, and regulations governing court operations.

Learn, interpret and apply policies, procedures, laws, codes, and regulations including those affecting public access and use of information and records maintained in the office of the Clerk of the Court.

Learn the pertinent legal procedures and documents used in court cases.

Learn the principles and procedures of court calendar preparation and maintenance.

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations related to evidence custody, storage, disposition, and destruction.

Handle and provide for the custody of evidence in a legal, professional manner.

Maintain, retrieve, and destroy evidence and records.

Learn legal terminology.

Learn, interpret, and apply statutes and instructions related to court proceedings.

Perform a wide variety of office support work.

Make arithmetical calculations.

Accurately maintain a variety of accounting and fiscal records.

Prepare clear and concise correspondence and reports.

Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.

Deal tactfully and courteously with the public in explaining the functions, procedures, and laws governing the activities of the office of the Clerk of the Court.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Requires two years of responsible office support experience in a position requiring extensive public contact and preferably dealing with legal documents **AND** equivalent to the completion of the twelfth grade supplemented by training in office practices.

KNOWLEDGE, SKILLS AND ABILITIES – LEGAL CLERK II

Knowledge of:

In addition to the qualifications for a Legal Clerk I.

Functions, policies, and procedures of the Madera County Court System.

Functions, policies, and procedures of the office of the Clerk of the Court.

Pertinent codes, statutes, and regulations governing court operations.

Pertinent Federal, State, and local laws, codes, and regulations including those affecting public access and use of information and records maintained in the office of the Clerk of the Court.

Legal procedures and documents used in court cases.

Principles and procedures of court calendar preparation and maintenance & Legal terminology.

Ability to:

Examine and determine the validity and acceptability of documents for filing with the Clerk of the Court.

Interpret and apply statutes and instructions related to court proceedings.

Interpret, explain, and apply the policies, procedures, laws, codes, and regulations including those affecting public access and use of information and records maintained in the office of the Clerk of the Court.

Gather data, analyze information, and prepare a variety of reports.

Directly assist with and independently perform the full range of Clerk of the Court Office functions.

MINIMUM QUALIFICATIONS:

Requires two years of increasingly responsible experience performing legal processing and other assistance in a legal office equivalent to a Legal Clerk I position with Madera Superior Court **AND** equivalent to the completion of the twelfth grade supplemented by training in office practices.

LEGAL CLERK I/II

OTHER JOB RELATED DUTIES:

Performs related duties and responsibilities as assigned.

SPECIAL REQUIREMENTS:

Ability to work in a standard office environment.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

PHYSICAL EXAMINATION REQUIREMENTS:

As a condition of employment with the Superior Court, County of Madera a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by the Superior Court, County of Madera.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EXAMINATION PROCESS

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications and may be administered either by a written examination, oral interview, evaluation of education and experience or any combination of qualifications appraisal determined by Human Resources to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process.

BENEFITS

Includes 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year and accruals increasing thereafter with years of service (45 days max). Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or a "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula (based on the highest 12 months; employee contributes 8%). Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula (based on the highest 36-months with the employee paying at least ½ of the normal retirement cost). Court offers a Health Benefit Program where certain selected health plans, the Court pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage. Additional longevity pay after 10, 15, and 20 years of service.

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HOW TO APPLY

Please review the *Application Guidelines* for the application requirements. The application is required to apply. A resume may be included with the application but will not be accepted in lieu of an official application. The "*Employment History & Experience*" section of the application form must be completed in its entirety. Failure to fully complete the application and/or sign the application will result in disqualification.

An application and job announcement may be obtained by accessing the Madera Superior Court website at: www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are Monday - Friday, 8:00 am – 5:00 pm.

MAILED APPLICATIONS:

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to:

Madera Superior Court
Human Resources Division
200 South "G" Street, Madera, Ca 93637

NOTE: Postmarks, emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 559-416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO MADERA COUNTY SUPERIOR COURT HUMAN RESOURCES DIVISION.

Revised: March 4, 2016

An Equal Employment Opportunity/Affirmative Action Employer